

Chapter Finances and the Grant Program



UGA

Alumni
Association

Annual Chapter Funding

- All chapters receive annual chapter funding at the beginning of the fiscal year (July 1)
- The amount of annual chapter funding allocated to a chapter is provided on a graduated scale, corresponding with the federally established per diem Meals & Incidental Expenses (M&IE) tier for the area.

Annual Chapter Funding Allocations

M&IE Tier	Annual Funding
1	\$200
2	\$250
3	\$300
4	\$350
5	\$400
6	\$450

Examples for Annual Chapter Funding Allocations:

- Washington, DC is Tier 5 = \$400
- Augusta, GA is Tier 3 = \$300
- Chicago, IL is Tier 6 = \$450

www.gsa.gov post the M&IE tiers for cities and states in the U.S.

Annual Chapter Funding

- Chapters will not receive annual chapter funding until all money in the current chapter account has been spent.
- Chapters that do have money in their account will have until July 1, 2018, to spend money what is left.
- After July 1, 2018, an alumni staff member will contact the chapter leaders to discuss options on what to do if there is money remaining in the chapter account.

Uses of Annual Chapter Funding

- **Event Supplies**
 - Gifts for visiting speaker
 - Venue reservations
 - Chapter supplies
- **Reusable Chapter Materials**
 - Chapter signage
- **Chapter Merchandise**
 - Business cards
 - Bumper stickers

Supplemental Annual Chapter Funding

- Chapters can apply for more annual funding through the Supplemental Annual Chapter Funding Application online.
- Supplemental annual chapter funding will be granted to chapters that have used all of its annual funding and have justified why additional funds are needed.
- Applications are accepted anytime and will be approved, modified, or denied by Alumni Association staff within two weeks.

Grant Program

- **Grant funding** can be provided for a large event the chapter would like to have that requires more money than the Annual Chapter Funding
- **Grant Funding Request:**
 - Chapters will submit a Grant Funding Request Form online
 - Requests for grant funding for an event must be submitted by a quarterly deadline

Grant Request Form



The screenshot shows a web form titled "Alumni Chapters Grant Funding Application" from the UGA Alumni Association. The form is set against a background image of a building dome. It includes a header with the UGA logo and the text "UGA | Alumni Association". Below the title, there is a section labeled "Information" with four input fields: "Board Member Name", "Alumni Chapter", "Position within Chapter", and "Email Address".

- Online – Chapter Leader Resources Page
- If a grant funding application for an event is submitted, chapters will **not** have to fill out the Event Request Form

Grant Program

- Arch chapters may submit up to four grant requests per year
- Pillar chapters may submit one



Grant Program

- Grants will be reviewed by staff, then submitted to the Alumni Board's subcommittee on chapters for approval
- Registration fees, sponsorships and gifts-in-kind will be used to help offset the cost of grant funded events



Successful Grant Funded Event

- **Strengthens and/or expands alumni outreach** to the broadest group of alumni or to a strategically targeted segment of the alumni constituency
- **Strengthens and/or expands the interaction** between alumni and students to increase the Alumni Association's visibility among alumni and students
- **Strengthens and/or expands the number** of meaningful opportunities for collaborations and partnerships
- **Creates a greater awareness** of the Alumni Association and your chapter area and constituent group

Grant Program Schedule

- Grant applications for events February 15- May 14 must be submitted by **January 1.**
- Grant applications for events May 15-August 14 must be submitted by **April 1.**
- Grant applications for events August 15- November 14 must be submitted by **July 1.**
- Grant applications for events November 15- February 14 must be submitted by **October 1.**



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Reimbursements, W-9s and Honorariums



Break

- Fill out your forms!
- Optional headshot photos for chapter web pages in MLC room 147
- Snacks available
- Be back promptly at 10:55 a.m.!
- We will depart for lunch at 12:00 p.m.